

TITLE: Senior Deputy Clerk - Criminal

CSC/4

DEPARTMENT: Clerk of Superior Court, Fayette County

JOB SUMMARY: This position performs administrative and supervisory duties in support of the work of the Criminal Division of Superior Court.

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Oversees daily operation of the Criminal Division of Superior Court.
- o Prepares court calendars for motions, arraignments, and trials, including notices, subpoenas, and copies; distributes calendars and prepares notices for mailing.
- o Accepts or rejects documents from various agencies, departments, and the general public; accepts or rejects new cases and documents from the District Attorney's Office; assists in data entry of new cases.
- o Electronically transmits criminal dispositions the Georgia Crime Information Center; electronically transmits drug and moving violations to the state department of driver services; types final dispositions on sentences.
- o Scans documents; checks scanned images for completeness and image quality.
- o Oversees daily receipting; balances and reconciles daily receipts; accepts, verifies, and posts partial fine payments from each probation office to individual computer case files.
- o Verifies and signs documents mailed to the Georgia Department of Corrections; prepares packets to be sent to the Sexual Offender Review Board and the Georgia Secretary of State.
- o Assists customers on the phone and at front counter.
- o Assists in courtrooms for motion hearings, arraignments, and trials.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- o Knowledge of banking procedures.
- o Knowledge of the principles and practices of records management.

Senior Deputy Clerk - Criminal, Clerk of Superior Court
Page 2

- o Knowledge of computers and job related software programs.
- o Knowledge of generally accepted accounting principles.
- o Knowledge of court policies and procedures.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Courts Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Official Code of Georgia, judges' orders, Superior Court rules, office policy, GSCCCA rules and regulations, Clerk's Authority guidelines, the Department of Driver Safety Manual, the Criminal Case Management Manual, and the Guide to Automated Submission of Court Disposition Data. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and accounting duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and supervisory support for the work of the Criminal Division of Superior Court. Success in this position contributes to the efficiency and effectiveness of division and court operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, judges, other court personnel, attorneys, law enforcement personnel, probation officers, parole officers, state agents, mail carriers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

Senior Deputy Clerk - Criminal, Clerk of Superior Court

Page 3

WORK ENVIRONMENT: The work is typically performed in an office. The employee may be exposed to dirt and dust.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Clerk I – Criminal (3).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to become a Notary Public and to take Oath of Office.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

HIPAA